



MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF FINANCE & ACCOUNTING

JOB ANNOUNCEMENT #131008

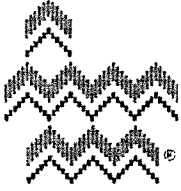
POSITION TITLE: Director of Risk Management and Benefits
SUPERVISOR: Chief Financial Officer
SALARY RANGE: **Negotiable**
TYPE OF EMPLOYMENT: Regular, Full-time, Exempt
OPENING DATE: AUGUST 2, 2023 **AUG 02 2023**
CLOSING DATE: AUGUST 16, 2023, OR UNTIL FILLED
JOB LOCATION: Risk Management/Benefits Office

SCOPE OF SERVICE:

The Director of Risk Management & Benefits will be responsible for overseeing all employee insurance, retirement plans, property and casualty plans, and workers compensation plans for the MBCI Tribal Government Division and MBCI Tribal Enterprise Division. The director will be responsible for monitoring the performance of administrators and insurers and making recommendations on risk related issues pertaining to the Tribe and its enterprises, including but not limited to, employee benefit plans and property and casualty issues.

DUTIES AND RESPONSIBILITIES:

1. Manages employee benefit offerings to all employees, including employees of MBCI Tribal Enterprise Division. Implement plan changes as needed, including announcements and administrative changes. Coordinate new enrollments and existing annual enrollments such as Open Season and Supplemental benefits.
2. Analyzes a variety of insurance policies according to the deductibles and the coverage offered. Must be capable of creating a cost-benefit analysis of the different insurance policies available and recommending the results to the Tribe and enterprises.
3. Administer and maintain Workers Compensation coverage for the Tribal Government, Chahta Enterprise, Choctaw Shopping Center Enterprise, and employees located in Tennessee. This includes submitting claims, review, and

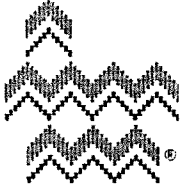


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monitoring claims with TPA, providing training, addressing identified issues. Request Actuarial report, as needed.

4. Supervises the Benefits Manager to ensure new and existing employees are properly orientated to the benefits that are offered by the Tribe during new employee orientation, open enrollment, and other miscellaneous benefits education campaigns.
5. Supervises the Benefits Manager to ensure employee benefit enrollment forms and beneficiary forms are submitted accurately to the carrier and entered correctly into MBCI's payroll system.
6. Serves as 401(k) Plan Administrator for Tribal Government and Enterprise retirement plans.
7. Review and assist with Death claims process.
8. Supervises the Safety Officer to ensure compliance with OSHA, DOL, ADA, and NFPA requirements.
9. Supervises the Safety Officer to ensure compliance with the Motor Vehicle Policy.
10. Process property loss reports, tort claims and vehicle accident reports. Coordinate with the Attorney General's Office and third parties, if needed. Maintain loss runs on all accidents, process payments for repairs, apply deductibles as needed. Pursue subrogation as needed.
11. Coordinates with the Tribe's Safety Manager to ensure that required safety laws and best practices are followed for a safe work environment for employees.
12. Renew Annual bonds for Choctaw Residential Center, Post Office, and other projects, as needed.
13. Administer and maintain Underground Storage Tank policy.
14. Compliance with reporting requirements of the IRS, DOL or other federal agency, as applicable.
15. Timely filing of IRS form 5500, when applicable.



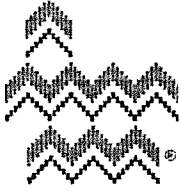
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16. Coordinates with the Office of Finance and Accounting to ensure that all payments to health, life, retirement and “cafeteria plans” are paid in a timely manner, and bills are reconciled to premiums collected during each billing period.
17. Periodically reviewing payments made by the administrator of an insured program to ensure they are timely and accurate. Make recommendations to the CFO as to whether audits should be conducted on Benefit Administrators and conducting such if approved by the Tribal Chief.
18. Ensures that statistical data is maintained for the review by the Tribal Administration and Enterprises for evaluating all insurance and employee benefits.
19. Maintains the confidentiality of all information deemed confidential by either Tribal Policies, Laws, or Federal Law.
20. Coordinate with the insurance companies regarding any unpaid insurance claims for employees.
21. Ensures procedures are in place to charge the appropriate programs for any insurance expenditures they may have.
22. Implements procedures to ensure that employee payments for retirement are timely and in accordance with guidance set forth by the Department of Labor.
23. Ensures tribal buildings, vehicles, and property are insured against damage and loss in accordance with relevant tribal laws and policies.
24. Ensures employee records are stored in a secure area and available as needed for processing claims and audits.
25. Perform other duties as assigned.

WORK ENVIRONMENT

The Director of Risk Management and Benefits shall maintain an office in Risk Management located in Pearl River Community.



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QUALIFICATIONS

1. A BS degree in Business Administration, or a minimum of 6 years' experience in a management position dealing with the administration of an employee health and benefit plan and property and casualty coverage.
2. Excellent written and verbal communication skills.
3. Professional appearance and demeanor.
4. Ability to get along well with a variety of people.
5. Experience in the operation of a personal computer and Microsoft Office applications.
6. Ability to fully comply with Tribal Drug and Alcohol Testing policies and MBCI comprehensive background clearance requirements.
7. Subject to random alcohol and drug testing.
8. Personal vehicle, liability insurance, valid driver's license

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350